

GEORGETOWN / SCOTT COUNTY BUILDING INSPECTION DEPARTMENT

REQUIREMENT CHECKLIST FOR ONE & TWO FAMILY RESIDENTIAL BUILDING PERMIT APPLICATIONS

**THE FOLLOWING ITEMS MUST BE PRESENTED AT TIME OF
APPLICATION**

- ☐ **PERMIT APPLICATION** COMPLETED IN FULL - INCLUDING CONTRACTOR LIST

- ☐ TWO (2) COMPLETE SETS OF **CONSTRUCTION PLANS TO SCALE** (MINIMUM ¼" SCALE) INCLUDING:
 - 1. FLOOR PLAN
 - 2. TYPICAL WALL SECTION
 - 3. FOUNDATION PLAN
 - 4. ELEVATION DRAWINGS
 - 5. SITE SURVEY OR SITE PLAN BEARING THE SIGNATURE AND SEAL OF A KENTUCKY REGISTERED LAND SURVEYOR SHOWING LOCATION OF THE NEW STRUCTURE ON THE SITE WITH ACCURATE DISTANCES TO LOT LINES

- ☐ **SITE EVALUATION OR SEWAGE OCCUPANCY PERMIT** FROM HEALTH DEPARTMENT (IF NOT ON CITY SEWER)

- ☐ **WORKERS COMPENSATION INSURANCE CERTIFICATE OR SIGNED AFFIDAVIT** (IN OFFICE)

- ☐ **BUILDING PERMIT FEE**

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE BUILDING INSPECTION DEPARTMENT AT 502-863-9802 / FAX 502-863-4169.

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